



Federal Executive Board of Minnesota

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March 21, 2003

TO: All Agency Heads, Key Postal Service Officials

FROM: Diane Langer, Chair *Diane D. Langer*

SUBJECT: **Federal Service Recognition Program – May 9, 2003**

The Federal Executive Board cordially invites you to attend the Federal Service Recognition Awards Program. We will again take this opportunity to honor those Federal employees whose outstanding performance has earned them the distinguished title “Civil Servant of the Year”. This year’s program will be held on **Friday, May 9, 2003.**

Radisson Hotel South and Plaza Tower
7800 Normandale Boulevard
Bloomington, Minnesota 55439
Grand Ballroom

Keynote Speaker: Jim Scheibel
Former Mayor of Minneapolis and Vice President of the
Corporation for National Service
11:30 a.m. - Social Period
12:00 noon - Luncheon and Keynote Address
1:00 p.m. - Presentation of Awards

<i>Atlantic Salmon with</i>	<i>OR</i>	<i>London Broil with</i>
<i>Roasted Macadamia Nut Sauce</i>		<i>Cabernet Thyme Sauce</i>
<i>Salad with Orange Vinaigrette Dressing</i>		<i>Salad with Orange Vinaigrette Dressing</i>
<i>Vegetable Medley, oven Baked Potato</i>		<i>Vegetable Medley, Oven Baked Potato</i>
<i>Rolls, Coffee or Tea</i>		<i>Rolls, Coffee or Tea</i>
<i>Chocolate Grand Marnier Torte</i>		<i>Chocolate Grand Marnier Torte</i>

\$25.00 inclusive

ADVANCE REGISTRATION REQUIRED

**Thank you for your continued support and congratulations to all the
2003 Civil Servants of The Year!**

RESERVATION FORM
2003 ANNUAL FEDERAL SERVICE RECOGNITION AWARDS LUNCHEON

May 9, 2003

NAME OF AGENCY: _____

Phone: _____

Please complete the form below, in its entirety, and return it no later than April 18, 2003, to the Federal Executive Board of Minnesota.

Agency employees will be grouped together to the greatest extent possible, accommodations will likely result in table assignments being mixed, with attendees from various agencies seated together.

REGISTRATION: LIST BELOW THOSE ATTENDING (Cost: \$25.00 EACH.)

NOTE: Please assure that reservations and payment for the agency's Civil Servant(s) of The Year are included. Highlight selectees' names with an asterisk(*). Type names of attendees, in order of desired seating.

Name	Entree	Name	Entree

SPECIAL NEEDS:

List the special need (s) and name (s) of individual (s) affected:

____ Accommodations required for disabled
person(s): _____

(Agencies are responsible arranging and paying for sign language interpreters. Call the FEB office if you need referrals)

____ Special meal needs _____

RESERVATION FORM (continued)

CONFIRMATION: The Federal Executive Board is authorized to mail the table assignments to the following individual who is responsible for agency distribution:

NAME: _____
AGENCY: _____
ADDRESS: _____
City: _____ **State:** _____ **Zip**
Code _____
TELEPHONE NUMBER: _____

AMOUNT ENCLOSED: Enclosed is a check, money order or credit card form for the amount of \$_____ to cover the cost of _____ meals. Make checks or money order payable to "Treasurer, FEB MN": Mail to:

**2003 FEDERAL SERVICE RECOGNITION LUNCHEON
FEDERAL EXECUTIVE BOARD of Minnesota
ROOM 510, BHW FEDERAL BUILDING
1 FEDERAL DRIVE
SAINT PAUL, MN 55111-4008**

Signature of Agency Head or authorized individual

Date

Please publicize this important program within your agency and encourage employees to attend. Family and friends of the honored Civil Servants are welcome.

TICKETS FOR THE EVENT WILL BE SOLD BY ADVANCE ORDER, WITHOUT EXCEPTION. PLEASE COMPLETE AND RETURN THE ATTACHED REGISTRATION FORM WITH CHECK , CREDIT CARD, OR MONEY ORDER (NO CASH PLEASE), MAKE PAYABLE TO "TREASURER, FEB MN" BY CLOSE OF BUSINESS ON April 18, 2003 ,TO THE FEDERAL EXECUTIVE BOARD OFFICE.

Table assignments will be made as reservations are received and attendees will have a table number. We will endeavor to seat agency employees together, provided that all agency reservations are received simultaneously. If anyone in your group has special requirements (i.e., dietary needs, handicap accommodations, etc.) please provide the appropriate information on the registration form so that adequate arrangements can be made. Agencies are responsible for arranging and paying sign language interpreters. Call the Feb office if you need referrals.